Office of the Schools Division Superintendent

JAN 2 9 2026

MEMORANDUM
No. 039, s. 2026

CONDUCT OF REGION-WIDE MONITORING OF PRIVATE SCHOOLS 2026

To: Assistant Schools Division Superintendent
        Chief Education Supervisor, Curriculum Implementation Division
        Chief Education Supervisor, School Governance and Operations Division
        Public and Private Elementary and Secondary School Heads/OICs
        Administrative Officer V
        All Others Concerned

1.   Attached is Regional Memorandum No. 60 s. 2026, dated January 15, 2026, relative to the above-captioned subject, the contents of which are self-explanatory, for the information and guidance of all concerned.

2.   In this regard, this Office will conduct an online orientation on January 30, 2026, 1:00 PM through this:
        https://bit.ly/M07-ORIENTATION-PRIVATE-MONITORING-2026

3.   Immediate and wide dissemination of the Memorandum is desired.

VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:
        PRIVATE   OPERATIONS   MONITORING

ZPLG/ DM / CONDUCT OF REGION-WIDE MONITORING OF PRIVATE SCHOOLS 2026January 27, 2026

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NUM-2026-039

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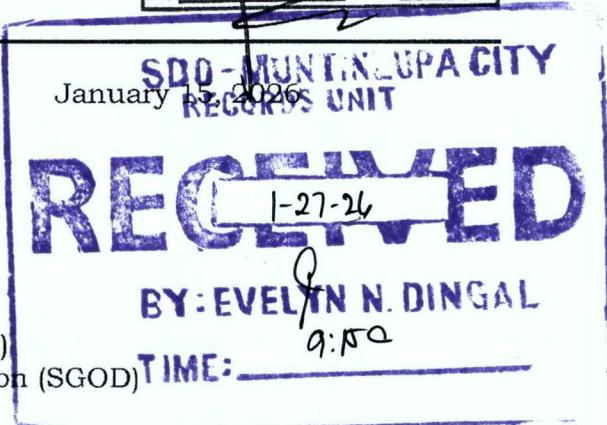DEPARTMENT OF EDUCATION BAGONG PILIPINAS

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Department of Education
NATIONAL CAPITAL REGION
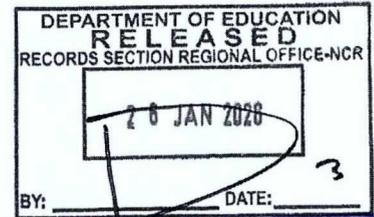
REGIONAL MEMORANDUM
No. 060, s. 2026

January 15, 2026

To: All Schools Division Superintendents
Chiefs, Curriculum Implementation Division (CID)
Chiefs, School Governance and Operations Division (SGOD)
Public and Private Schools District Supervisors
Heads of Private Schools

CONDUCT OF REGION-WIDE MONITORING OF PRIVATE SCHOOLS 2026

1. In line with the mandate of the Department of Education to ensure quality assurance, compliance with standards, and continuous improvement among private schools in basic education, a **Region-Wide Monitoring of Private Schools** offering Junior and Senior High School programs will be conducted in the region on **February 2–13, 2026**, to be led by the Quality Assurance Division(QAD).

2. Schools Division Offices and private schools are advised to extend full cooperation to the monitoring teams and ensure the availability of relevant documents and personnel during the scheduled monitoring period. Specific schedules, instruments, and composition of monitoring teams shall be communicated through a separate advisory.

3. For inquiries, you may coordinate with the **Quality Assurance Division** at telephone number **8522-9247** or with the QAD Education Program Supervisor assigned to your division.

4. Wide dissemination of this Memorandum is desired.
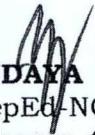
JOCELYN DR ANDAYA
Regional Director, DepEd-NCR
concurrent Officer-In-Charge, Office
of the Assistant Secretary for Operations

qad/rtc

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BAGONG PILIPINAS

TUV NORD
ISO 9001
Certificate No. PHP QMS
14 33 5/50

MONITORING TOOL FOR PRIVATE SCHOOLS

PART I: SCHOOL PROFILE

Schools Division Office	
School's Registered Name in SEC	
School's Name in DepEd Permit/Recognition	
Complete Mailing Address:	
Email Address :	
No. of School Branch/es:_____	___Within NCR (Division_____) ___Outside NCR (Division_____)
School ID Number: _____	**LIS Account Status** _____ Active _____ Not Active	**School Contact No.**

Program Offering
(Check if Government Authority certificates are displayed in a conspicuous place in the school e.g., the Administration Office)

___ **Kindergarten**
___ Permit No. _____
Date Issued _____
___ No. of renewal_____
___ Recognition No. _____
Date Issued _____

___ **Elementary**
___ Permit No. _____
Date Issued _____
___ No. of renewal_____
___ Recognition No. _____
Date Issued _____

___ **Junior High School**
___ Permit No. _____
Date Issued _____
___ No. of renewal_____
___ Recognition No. _____
Date Issued _____

___ **SPED/SNEd Program**
___ Permit No. _____
Date Issued _____
___ No. of renewal_____
___ Recognition No. _____
Date Issued_____

Flexible Learning Options:
___**ADM**
___**ALS**
___**Homeschooling Program**
___ Permit No. _____
Date Issued _____
Valid until _____

_____ **Senior High School**

Permit No. and Date Issued	Track	Strand	Specialization

_____**Special Order(SO) Submission:** ___Compliant ___Non-Compliant
_____**School Identified as "International School"(IS)**
_____ by Name(uses "International")
_____ DepEd Recognition
_____ Through Legislation
_____ Incorporation
_____ Administrative Fiat
___ **Technical-Vocational Institutions (TVIs) with K to 12**
___**Higher Education Institution(HEI) with K to 12 Offering**

Accreditation Status

Program	Accrediting Agency			Level	Valid Until
Kindergarten	PAASCU	PACUCUCOA	ACSC-AAI		
Elementary	PAASCU	PACUCUCOA	ACSC-AAI		
JHS	PAASCU	PACUCUCOA	ACSC-AAI		
SHS	PAASCU	PACUCUCOA	ACSC-AAI		
Complete Basic Ed. Program	PAASCU	PACUCUCOA	ACSC-AAI		

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Certificate No. PHP QMS

Name of School Head/President/CEO	
Name of School Principal	

Total Number of Learners Registered in the LIS	Kinder: _____ Grade 7 _____ Grade 1 _____ Grade 8 _____ Grade 2 _____ Grade 9 _____ Grade 3 _____ Grade 10 _____ Grade 4 _____ Grade 11_____ Grade 5 _____ Grade 12_____ Grade 6 _____ *(Separate – per Track/Strand/Specialization)*
Total Number of Warm Bodies **(as of_____)**	Kinder: _____ Grade 7 _____ Grade 1 _____ Grade 8 _____ Grade 2 _____ Grade 9 _____ Grade 3 _____ Grade 10 _____ Grade 4 _____ Grade 11_____ Grade 5 _____ Grade 12_____ Grade 6 _____ *(Separate – per Track/Strand/Specialization)*
No. of foreign student/s (according to grade levels)	Kinder: _____ Grade 7 _____ Grade 1 _____ Grade 8 _____ Grade 2 _____ Grade 9 _____ Grade 3 _____ Grade 10 _____ Grade 4 _____ Grade 11_____ Grade 5 _____ Grade 12_____ Grade 6 _____ *(Separate – per Track/Strand/Specialization)*
No. of Government Subsidized/Assisted Learners	Voucher _____ ESC _____ Others_____

No. of Government Subsidized/Assisted Teachers		Male	Female	Total

Total Number of Teachers	Grade Level Handled	With LPT	Non-LPT	Total Teachers
	Kindergarten			
	Elementary			
	Junior HS			
	SHS			
	Homeschooling			
	SNEd			
	Total			

Learning Modalities Used	___ In-Person
	___ Blended Learning Modality
	    Grade Level/s Offered: _____
	      Learning Management System(LMS) Used:

School Facilities	No. of Instructional Rooms _____ Classroom Size in sqm (average) _____ Total Floor Area in square meter _____ School Lot Area in square meter _____

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ISO 9001

PART 2: SCHOOL MANAGEMENT AND OPERATIONS

A. School Leadership and Governance
Focus: Vision, strategic direction, management, accountability, and stakeholder engagement.

Indicator	Monitoring Guide / Key Questions	Means of Verification / Evidence	Evident	Not Evident	Remarks
1. The school leadership promotes and sustains a shared vision, mission, and core values.	*Are the VMG clearly articulated, disseminated, and internalized by stakeholders?*	VMG statements, school manuals, orientation materials, posted visuals			
2. Strategic directions respond to the needs of learners and the community context.	*Are priorities data-informed and aligned with national education goals?*	Situational analysis, needs assessment, and planning documents			
3. The School Development Plan/Action Plan and AIP are developed and available.	*Are plans approved, updated, and accessible to stakeholders?*	Approved SDP/AIP, board resolutions, copies of plans			
4. Strategic plans are aligned with VMG and school performance data.	*Is the plan evidence-based and results-oriented?*	Performance reports, school data dashboards, planning matrices			
5. Policies and programs are developed through inclusive consultations.	*Are stakeholders involved in decision-making processes?*	Consultation minutes, attendance sheets, and feedback summaries			
6. School performance and development plans are regularly communicated.	*Are communication mechanisms transparent and consistent?*	Accomplishment reports, assemblies, newsletters, official postings			
7. Roles and accountability structures are clearly defined.	*Are duties documented and understood by personnel?*	Organizational chart, job descriptions, office orders			
8. The school principal meets the required academic qualifications.	*Does the principal hold a master's degree in education or a related field?*	Diploma, transcript of records, PRC/appointment records			
9. Monitoring and evaluation (M&E) plans are operational.	*Are monitoring activities implemented and reviewed regularly?*	SM&E plan, monitoring tools, evaluation reports			
10. M&E results are used for decision-making and improvement.	*Are findings translated into actions and policy refinements?*	Action plans, management decisions, follow-through reports			
11. Collaboration with external stakeholders is strengthened.	*Are partnerships active and mutually beneficial?*	MOAs, partnership reports, stakeholder engagement records			
12. The school has functional committees reflected in the organizational chart.	*Are committees active and properly constituted?*	Organizational chart, committee resolutions, meeting minutes			
13. The school complies with laws and regulatory requirements.	*Are DepEd and other government policies observed?*	Compliance reports, permits, licenses, and audit findings			
14. A Learning Continuity and Recovery Plan is implemented and reviewed.	*Is the plan responsive to disruptions and learning gaps?*	Approved continuity plan, implementation reports, evaluations			
15. Ethical leadership and shared accountability are promoted.	*Is transparency and professionalism evident in governance practices?*	Codes of ethics, grievance records, stakeholder feedback			

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B. Curriculum Implementation and Learner Support

Focus: Teaching and learning processes, learner outcomes, inclusion, facilities, and welfare.

Indicator	Monitoring Guide / Key Questions	Means of Verification / Evidence	Evident	Not Evident	Remarks
1. The school complies with the K–12 Curriculum.	*Are prescribed competencies, subjects, and time allotments followed?*	Approved curriculum map, class programs, lesson logs, and compliance reports			
2. Co-curricular and extracurricular activities are implemented.	*Are activities aligned with learner development?*	Activity plans, calendar of activities, photos, and accomplishment reports			
3. Teachers prepare learning plans and materials.	*Are lesson/learning plans responsive to learner needs and context?*	Learning Plan/materials, and samples of instructional resources			
4. Remediation and intervention programs are conducted.	*Are learning gaps systematically addressed?*	Remedial class schedules, intervention plans, pre- and post-test results			
5. Teacher performance is regularly monitored and evaluated.	*Are teacher observations, coaching, and feedback conducted?*	Observation tools, coaching notes, monitoring reports			
6. Alternative Delivery Modalities (ADMs) are available during emergencies.	*Are alternative learning modalities ready and used during disruptions?*	ADM plans, learning packets, and online platform records			
7. Learners achieve required proficiency levels.	*Are learners meeting standards in core subjects and 21st-century skills?*	Assessment results, achievement reports, progress monitoring tools			
8. The dropout and school leavers data are reduced.	*Are retention and completion strategies effective?*	Enrollment data, dropout statistics, and intervention records			
9. Learner misconduct, bullying, and abuse cases are documented and addressed.	*Are reporting and response systems functional?*	Incident reports, case folders, and action taken reports			
10. Culture-sensitive and inclusive activities are conducted.	*Do activities foster respect for diversity and inclusion?*	Advocacy materials, activity documentation, and photos			
11. Access to learning is provided for disadvantaged learners.	*Are support mechanisms available for at-risk learners?*	Scholarship lists, support program records, and attendance reports			
12. A functional Child Protection Committee (CPC) is in place.	*Is the Child Protection Committee active and properly formed?*	CPC resolution, organizational chart, meeting minutes			
13. A functional DRRM Plan is implemented.	*Are DRRM preparedness, response, and recovery measures in place?*	DRRM plan, drill reports, risk assessment documents			
14. A functional School Child Protection and/or Anti-Bullying Policy exists.	*Is the Child Protection/Anti-Bullying Policy implemented and disseminated?*	Approved policy, student handbook, dissemination records, and orientation materials			
15. Learner support mechanisms for mental wellness and inclusion are provided.	*Are mental health and SPED/PWD support services provided?*	Guidance program, referral system, facility photos, and records			

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C. School Physical Plant and Facilities

(Focus: Availability, safety, adequacy, and maintenance of school buildings, classrooms, learning spaces, utilities, and related facilities)

Indicator	Monitoring Guide / Key Questions	Means of Verification / Evidence	Evident	Not Evident	Remarks
1. School Buildings	*Are the school buildings safe and compliant with standards?*	Ocular inspection, photos, and building permit			
2. Activity / Athletics Area	*Is there a safe and adequate activity/athletics area for learners?*	Site observation, photos			
3. Playground	*Is the playground safe and appropriate for the learners' age?*	Ocular inspection			
4. Classrooms	*Are classrooms adequate, well-lit, ventilated, and furnished?*	Classroom inspection, photos			
5. Health Facility (Mini Clinic with Bed)	*Is there a functional health facility with a bed and basic equipment?*	Ocular inspection, inventory			
6. Library / Learning Resource Center	*Is a functional and accessible library or learning resource center available?*	Site visit, inventory			
7. Computer Laboratory	*Is the computer laboratory functional and adequate for ICT learning?*	Ocular inspection, photos			
8. Registrar's Office	*Is there a secure and designated registrar's office?*	Site visit			
9. Faculty Room	*Is there an adequate faculty room for teachers?*	Ocular inspection			
10. Guidance & Counseling Office (from Grade 1)	*Is there a functional and private guidance and counseling office?*	Site inspection			
11. Canteen	*Is the canteen operational and compliant with sanitation standards?*	Ocular inspection			
12. Principal's Office	*Is there a designated principal's office?*	Site visit			
13. Practice House & Industrial Arts Area (from Grade 4)	*Is there a functional practice house and industrial arts area?*	Ocular inspection			
14. Emergency Equipment	*Is emergency equipment available and functional?*	Physical inspection			
15. Emergency Signages	*Are emergency signage visible and properly installed?*	Ocular inspection			
16. Fire Exits	*Are fire exits clearly marked and unobstructed?*	Site inspection			
17. Male Restroom	*Are male restrooms clean and functional?*	Ocular inspection			
18. Female Restroom	*Are female restrooms clean and functional?*	Ocular inspection			
19. Science Laboratory/ies (from Grade 4)	*Are science laboratories equipped and compliant with safety standards?*	Ocular inspection, inventory			
20. SHS STEM Laboratories (min. of 3)	*Are at least three STEM laboratories available and compliant?*	Site inspection			
21. SHS – TVL Track Laboratories	*Are TVL track laboratories available and functional?*	Ocular inspection, photos			
22. ☐ HE ☐ ICT ☐ IA ☐ AFA	*Are the Arts and Design track facilities adequate?*				
23. Arts & Design Track Facilities	*Are Sports track facilities adequate?*	Site inspection			
24. Sports Track Facilities	*Are facilities aligned with the approved unique track?*	Ocular inspection			
25. Unique Track Facilities	*Are other facilities available and supportive of school operations?*	Site visit			
26. Other Facilities	*Are the school buildings safe and compliant with standards?*	Ocular inspection			

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D. School's Asset Management and Human Resource Administration
(Focus: Financial management, asset oversight, HR administration, personnel development, and compliance)

Indicator	Monitoring Guide / Key Questions	Means of Verification / Evidence	Evident	Not Evident	Remarks
1. The school has adequate funds to support school operations.	*Are financial resources sufficient to sustain programs and daily operations?*	Approved budget, financial plan, and cash flow statements			
2. Annual salaries and benefits are approved and documented.	*Are salary structures and benefits formally approved by management/board?*	Board resolutions, salary matrix, payroll policies			
3. The school is compliant with labor laws and standards (employer contributions).	*Are mandatory contributions remitted accurately and on time?*	SSS, PhilHealth, Pag-IBIG remittance records, compliance certificates			
4. Tuition and other school fees are properly proposed and/or approved.	*Are fees reasonable, approved, and compliant with regulations?*	Approved TOSFI, board approval, and fee schedules			
5. Tuition, miscellaneous, and other fees are clearly itemized and disclosed.	*Are fee components transparent and communicated to stakeholders?*	Official fee matrix, student handbook, advisories			
6. Salaries, allowances, and additional compensation are released correctly and on time.	*Are payroll processes accurate and timely?*	Payroll registers, pays lips, bank transaction records			
7. The school has a resource and inventory management system.	*Are school assets tracked, safeguarded, and regularly updated?*	Inventory records, asset registry, property acknowledgment receipts			
8. The school has updated and audited financial statements.	*Are financial statements current and independently audited?*	Audited financial statements, auditor's report			
9. The school has a functional Human Resource Office.	*Is there a designated unit/personnel member managing HR functions?*	Organizational chart, HR office order, HR manual			
10. Regular performance reviews are conducted for teaching and non-teaching personnel.	*Are performance evaluations systematic and documented?*	Employee/personnel appraisal tools, performance review records			
11. The school promotes continuous professional development of personnel.	*Are trainings and learning opportunities provided and supported?*	Training plans, certificates, and CPD records			
12. A Human Resource Data-Based Management System is in place.	*Are personnel records accurate, secure, and updated?*	HR database, personnel files, system screenshots			
13. Team building, capacity-building, and training activities are conducted.	*Are activities aligned with organizational and personnel needs?*	Training designs, attendance sheets, and activity reports			
14. School personnel receive salaries at least equivalent to the minimum wage.	*Are compensation levels compliant with labor standards?*	Salary schedules, payroll records, labor compliance reports			
15. Compensation and benefits policies are implemented consistently and fairly.	*Are policies applied uniformly across personnel?*	HR policies, grievance records, employee feedback			

PART III : FINDINGS AND GENERAL OBSERVATIONS

/	Nature of Deficiency/Concern	Specific Concern	Remarks
	Incorrect Data Entry		
	Change of location		
	Outdated MOA		
	Change of Ownership		
	Operating without a permit		
	Non-Compliant Physical facilities		
	Qualification of teaching personnel		
	Inadequacy of Personnel		
	Class program/ Teaching Load		
	Curriculum Implementation		
	Others..(please specify)		

Remarks/Comments/Observations

PART IV: TECHNICAL ASSISTANCE AND AGREEMENT

Action/s to be taken by the school: (kindly include target date)

Technical Assistance rendered by the monitor:

_____
Signature Over Printed Name of Monitor

Date: _____

The undersigned acknowledges receipt of the findings and undertakes to coordinate and comply therewith within the prescribed period, it being expressly understood that failure to comply may constitute sufficient ground for the initiation of applicable remedies/ appropriate legal proceedings.

Conforme:

_____
Signature Over Printed Name of School Head

Date: _____